



DEPARTMENT OF THE NAVY
PERSONNEL SUPPORT ACTIVITY WEST
937 NORTH HARBOR DRIVE
SAN DIEGO, CALIFORNIA 92132-0076

IN REPLY REFER TO:

PERSUPPACTWESTINST 5355.1M
N01RA

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PERSUPPACT WEST INSTRUCTION 5355.1M

Subj: DRUG AND ALCOHOL ABUSE PROGRAM

Ref: (a) OPNAVINST 5350.4C
(b) SECNAVINST 5300.28C
(c) SECNAVINST 5300.29B
(d) CINCPACFLTINST 5355.1C
(e) OPNAVINST 5355.4
(f) OCPMINST 12792.3A
(g) BUMEDINST 6120.20B

Encl: (1) Drug/Alcohol Training and Education Program
(2) Commanding Officer's Policy Statement on Drug and Alcohol Abuse
(3) Sample NAVPERS 1070/613
(4) Drug Urinalysis Program

1. Purpose. To publish policy and procedural guidance for the alcohol and drug abuse control program within the PERSUPPACT West network; to include education, identification, enforcement, rehabilitation counseling, re-employment, recreational initiatives, and required reports.

2. Cancellation. PERSUPPACTSANDIEGOINST 5355.1L

3. Background

a. References (a) and (b) provide comprehensive procedural guidance for the implementation of a command-wide drug and alcohol abuse awareness and prevention program, affecting both military and civilian employees, with "Zero Tolerance" established as the goal. Reference (a) also provides guidance for the disciplinary and/or administrative separation action required when an individual is found to have abused drugs and establishes minimum awareness education training for all command personnel.

b. Reference (c) defines the Navy's alcohol abuse and drug/drunk driving policies.

c. Reference (d) is the CINCPACFLT Drug and Alcohol Abuse Program and provides policy on educational programs, control measures, and procedures for abuse counseling and rehabilitation. It also provides fleet-wide drug and abuse testing procedures and establishes required reports of urinalysis testing.

d. Reference (e) and (f) provide guidance on the identification, enforcement, detection techniques, administration of discipline, and rehabilitation for civilian employees.

e. Reference (g) provides instructions concerning the use of NAVMED 6120/1 Competence for Duty Examination and provides guidance concerning evaluations of sobriety, bodily views (i.e. x-rays), and intrusions (i.e. blood samples and urinalysis samples).

4. Objectives. PERSUPPACT West Drug and Alcohol Abuse Control Program objectives are to prevent drug/alcohol abuse/use and trafficking through education as outlined in enclosure (1).

5. Policy. Command policy on alcohol is "responsible use." It is a personal decision of individuals as to whether or not to consume alcoholic beverages. Members who choose not to drink shall be supported in their decision and encouraged to remain alcohol free; however, members who choose to use alcohol must do so lawfully and responsibly. Command policy concerning drug and alcohol use is set forth below; detailed guidance is contained in enclosure (2).

a. Drug use, possession, sales and trafficking, or alcohol abuse will not be tolerated. All personnel who are identified as abusers will be processed for separation.

b. Each person assigned to this command shall receive a copy of enclosure (2). Each military person will sign enclosure (3).

c. PERSUPPACT West does not condone the consumption of alcoholic beverages during normal working hours. The Commanding Officer and OICs may authorize consumption of alcoholic beverages during normal working hours for official functions, ceremonies, and other infrequent command-sponsored events.

6. Drunk/Drugged Driving. The irresponsible behavior of personnel who drive while intoxicated or drugged will not be condoned. In addition to the punitive, educational, and administrative actions prescribed in references (a) and (d), Officers in Charge shall ensure the following procedures are executed for personnel who are convicted of a drunk/drugged driving charge:

a. Enlisted. Officers in Charge shall prepare an appropriate Page 13 entry and enter it in the member's service record, deliver a non-punitive letter of caution, note the inappropriate behavior in the next or a special enlisted evaluation/fitness report (as appropriate), and inform the individual that any repeat violations may result in a misconduct discharge.

b. Officers. The Commanding Officer shall report applicable incidents to PERS 834, comment on the officer's inappropriate behavior in fitness reports, deliver a non-punitive letter of caution, and inform the officer that repeat violations may result in a misconduct discharge.

c. Case Disposition for Civilian Employees who are identified as Substance Abusers. Guidance on alcohol and drug abuse by civilians is in reference (e) through (g).

d. All incidents. All DUI/drugged driving incidents/reports/

charges are to be reported immediately to PERSUPPACT West (DAPA) by the Detachment DAPA. Submit follow-up information upon final determination by military or civilian authorities.

e. All military personnel between the ages of 18-25 shall attend PREVENT 2000; all E-5 and above shall attend ADAMS Supervisor.

f. The chain of command shall be kept informed of all drug and alcohol related problems and incidents.

7. Duties of the Command Drug/Alcohol Program Advisor

a. Advise the Commanding Officer on the Command Alcohol and Drug Abuse Program.

b. All Staff personnel will check-in with the DAPA when reporting for duty at PERSUPPACT West.

c. Provide assistance to the Detachment DAPAs when necessary or requested.

d. All Drug/Alcohol Abuse Reports (OPNAV 5350-1) (DAAR) will be forwarded to PERSUPPACT West for Commanding Officer's signature and will then be forwarded to ADMITS by the Command DAPA and a signed copy will be returned to the Detachment DAPA.

8. Duties of the Detachment Drug/Alcohol Program Advisor

a. Advise the Officer in Charge on the Command Alcohol and Drug Abuse Program.

b. Conduct administrative screening of personnel referred as possible drug or alcohol abusers. Coordinate clinical evaluations as directed by the Commanding Officer. Maintain a file of each incident screening for a period of three years. These files are turnover items for relieving DAPAs. Ensure a Privacy Act Statement is maintained for each case file.

c. Forward all Drug/Alcohol Abuse Reports (OPNAV 5350-1) (DAAR) to PERSUPPACT West (N01D) for Commanding Officer's signature. The DAAR will be forwarded to ADMITS from PERSUPPACT West and a signed copy provided to the Detachment DAPA.

d. Monitor and provide support to member with aftercare plan upon member's return to command following treatment from Medical Treatment Facility (MTF) or Alcohol Treatment Facility (ATF).

9. Duties of the Urinalysis Coordinator (UC)

a. Comply with enclosure (4).

b. Maintain an accurate data base of all personnel assigned in an "onboard" or "TAD" status.

c. Train observers on proper observation procedures outlined in reference (a).

d. The Urinalysis Coordinator will not be assigned as DAPA/ Assistant DAPA or as an observer.

e. An alternate Urinalysis Coordinator will be assigned and trained in the proper procedures of the Urinalysis Program in case the Urinalysis Coordinator is required to provide a specimen.

f. Under no circumstances will the Urinalysis Coordinator and observers provide samples to be included in the batch when conducting urinalysis testing.

g. Specimen collection will immediately follow the test announcement. Members designated for testing will report directly to the collection site.

h. Observers must adhere to direct observation policy during urine collection.

10. Aftercare. It is imperative that personnel returned from rehabilitation are reassigned to the duties they vacated and integrated quickly into the command's routine without prejudice. All aftercare programs are to be coordinated with the DAPA prior to implementation.

11. Administrative Withdrawal of Security Clearances. Members found guilty of a drug and alcohol or alcohol related offenses shall have their security clearance withdrawn immediately. Personnel may have their clearance reinstated after being drug free for one year.

12. Action. Officers in Charge shall:

a. Develop and conduct programs to counter alcohol and drug abuse.

b. Appoint in writing an E-6 or above as DAPA. The DAPA will be responsible for overall program coordination, supervision and development.

c. Establish a urinalysis program that is in strict compliance with enclosure (4). Enclosure (4) specifies urinalysis testing requirements, and authority to direct urinalysis testing.

d. Establish per enclosure (1), a Drug and Alcohol Awareness Training Program, which is separate and distinctive from all other educational requirements.

13. Drug/Alcohol Abuse Report (OPNAV 5350-1): Submit reports no later than 30 days after incident or self-referral and any additional follow-up reports to PERSUPPACT West (COs Eyes Only).


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Distribution:
PERSUPPACTWESTINST 5216.1J, List I and II

DRUG/ALCOHOL TRAINING AND EDUCATION PROGRAM

1. Background. References (a), (d) and (e) require Commanding Officers/Officers in Charge to organize and conduct education programs regarding Navy policy and regulations governing the use or misuse of alcoholic beverages and drugs.

2. Objectives. The general objective of training programs in support of drug and alcohol abuse education is to increase readiness, eliminate drug use and minimize human loss resulting from abuse. The following are specific training objectives:

a. Promote individual awareness of health and discipline problems associated with drug and alcohol abuse and command-wide concern for potential hazards connected with actions taken by individuals under the control of drugs and/or alcohol.

b. Ensure all members of the command are aware that they are responsible for their conduct and will be held accountable for their actions while under the influence of drugs or alcohol.

c. Ensure all members of the command are aware of the ways in which they may receive medical or counseling assistance in connection with any problems involving drug or alcohol abuse.

d. Ensure all members of the command are informed and aware of Department of the Navy policies with regard to the abuse of alcohol and drugs; and further, ensure all members of the command are aware of the administrative and investigative actions which shall be taken to preclude and control alcohol and drug abuse.

e. Exploit education programs which are most successful in stimulating peer group pressure to maintain an atmosphere where drugs and alcohol is not tolerated.

f. Ensure that leadership and management practices at every level in the chain of command operate to create an environment wherein drug and alcohol do not appear as alternatives to responsible conduct.

3. Procedures. The following are some elements considered important in the development and conduct of a training program:

a. When available to conduct training on this subject, utilize the services of Medical Treatment Facilities, Substance Abuse Rehabilitation Counselors, DAPAs, law enforcement officials and others who are familiar with drug and alcohol abuse.

b. Ensure the DAPA:

(1) Maintains required videos, pamphlets, and other current materials.

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(2) Is provided adequate opportunity to further his/her training by visiting treatment facilities and other available facilities.

(3) Conducts/coordinates drug/alcohol training lectures for all hands.

(4) Post drug/alcohol abuse slogans to increase awareness in the area of substance abuse.

(5) Work with the Command/Detachment Physical Fitness Coordinator in developing physical and mental alternatives to substance abuse.

(6) Is a committee member for planning all command social functions.

COMMANDING OFFICER POLICY STATEMENT ON DRUG AND ALCOHOL ABUSE

1. Drug and alcohol abuse is a violation of Navy Regulations. The Navy defines drug abuse as the use or possession of controlled substances, or illegal drugs, or the non-medical or improper use of other drugs (e.g. prescription, over-the-counter, designer, etc.) which are packaged or prescribed with a safe dosage. For the purpose of this instruction, this category includes the use of substances for other than their intended use (e.g. glue and gasoline fume sniffing, or steroid use for other than that which is specifically described by competent authority). Alcohol abuse is defined as use that has an adverse effect on health, behavior, family, community, or leads to unacceptable behavior as evidenced by one or more alcohol incident(s).

2. As a military member of the Navy, you are prohibited from using or possessing any non-medically prescribed controlled substance or any drug paraphernalia. If you are apprehended, whether on duty, leave, or liberty, punitive/administrative action will be taken against you.

3. If you abuse alcohol and violate federal and/or state laws and it interferes with your efficiency, safe performance of duties, reducing your dependability, or reflecting discredit on the Navy, I will personally institute administrative procedures to help you solve your alcohol problem. If you resist such help or the help of your shipmates, I will take the necessary action to discharge you from the Navy.

4. If you have a drug or alcohol related problem, the Navy has instituted numerous programs to help you; detailed in a Continuum of Care; the alcohol treatment model used by the Navy and other military treatment providers. Periods of treatment are variable and may occur in a variety of settings. The basic philosophy is to place patients in the least intensive or restrictive treatment environments commensurate with the severity of the need. If you feel you have a problem, you are given the opportunity to turn yourself in to a Navy medical officer or your command DAPA and to ask for help. If you have committed a crime associated with drug/alcohol abuse, you can still obtain help; however, you will be held accountable for your actions.

5. To help me identify drug and alcohol abusers, the Navy has authorized the judicious use of random urinalysis testing, baggage/vehicle searches, health and comfort inspections, drug detection dogs, breath analysis and fit-for-duty evaluations. I will use all of these programs to eradicate drug and alcohol abuse from the Navy and PERSUPPACT West.

6. The above statement and policy are provided for your information and to reinforce PERSUPPACTWESTINST 5355.1M. If you need help, ask for it. If you know a shipmate who needs help, offer your hand. I will help each and every one of you to be the best you can be for yourself and the Navy. If, however, you choose not to comply with the Navy's policy and regulations regarding drug and alcohol abuse, I will hold you accountable.

7. You are required to acknowledge that you have read this policy statement and understand my policy on drug and alcohol abuse by signing a NAVPERS 1070/613 entry.

SAMPLE PAGE 13 ENTRY

I have read and understand the contents of the Commanding Officer, Personnel Support Activity West Policy Statement (enclosure (2) of PERSUPPACTWESTINST 5355.1M). I am fully aware that abuse of drugs and/or alcohol is not permitted by members of the U.S. Navy. I further understand the consequences of abusing drugs, possessing drug, and/or related paraphernalia and of misusing alcohol and the effect it will have on my naval career. I acknowledge that abuse of drugs and/or alcohol will not be tolerated.

Signature

Signature of Detachment DAPA

DRUG URINALYSIS PROGRAM

1. Urinalysis Testing/Reporting Program. Make judicious use of the urinalysis testing program. Guidelines for the administration of this program are in references (a), (d), (e) and below:

a. Each Detachment shall implement and complete a mandatory monthly Unit Sweep or random urinalysis sampling program in accordance with reference (a).

b. Command Directed Tests. A urinalysis test should be ordered whenever a member's behavior, conduct, or involvement in an accident or other incident gives rise to a reasonable suspicion of drug/alcohol abuse and a urinalysis test has not been conducted on a consensual or probable cause basis. To standardize this procedure for all Detachments, the following will be used:

(1) Initiating Events. Whenever any one of the following events occurs:

(a) Within 48 hours of reporting on PCS Transfer.

(b) An accident or incident in which safety precautions were violated or unusually careless acts occurred.

(c) A motor vehicle offense involving excessive speed, loss of control of vehicle, reckless driving, or driving under the influence.

(d) Fights, assaults, disorderly conduct, disrespect to superiors, willful disobedience of orders, unauthorized absence in excess of 24 hours, or similar incidents of misconduct.

(e) Bizarre, unusual, or irregular behavior.

(f) Positive results from any urinalysis (i.e., random, probable cause).

(g) Assignment to Level I Continuum of Care.

(2) When. Immediately upon command knowledge of the initiating event.

(3) Authorization. Commanding Officer/Executive Officer, Officer in Charge, or Acting Officer in Charge.

(4) Command Directed Urinalysis Results. Results can be used for Rehabilitation or administrative discharge justification. However, they cannot be used for disciplinary proceedings or to characterize the administrative discharge.

c. Unit Sweep. A unit sweep is a urinalysis of an entire unit or the selection, random or otherwise, of an entire sub-unit or identifiable segment of a command. Commands shall submit one unit sweep of all assigned personnel per year.

2. A locally produced check-off sheet will be used by observers to ensure direct observation is accomplished.